



## **Race Officer's Guide**

March 2017

Version Issue	Main Changes
Feb 2016	3 minute start sequence for all racing. Launch Signal Change of fleet starting order One boat makes a fleet Finish on any boat Finish Signal No need to set laps
Dec 2016	Race Officer to ensure race sheets record all race team participants and any “no shows” (Para 37)
March 2017	Light signals Errors in start starting procedure Update 2017-2020
<b>March 2019</b>	<b>Additional guidance notes added</b>

Document Version Control

## Introduction

1. Firstly, this guide has been designed to help you through the process of being a Race Officer at Bexhill Sailing Club – and thank you for taking on the role.
2. This guide is not intended to be a substitute for more formal Race Officer Training courses but instead contains additional guidance from the Sailing Committee on issues it considers to be best practice and which reflect the views of the majority of sailing members.
3. Please do not let this deter you from running the race and use this guide in conjunction with the Club's Sailing Instructions 2019 and the Racing Rules of Sailing 2017-2020.

## Pre-race Checklist

4. A few days prior to the race the Race Officer or Officer of the Day is recommended to check Dutyman on-line to ensure there is a complete race team. Do not forget the bar duty where applicable. **Consider emailing team via duty man if you have not already spoken to them.**
5. Check the current wind speed and direction as soon as you arrive and monitor them. **If the clubs weather station is working!!!**
6. Check that the front, back, lounge, lounge fire escape and boat house doors have all been unlocked. **Make sure you have access to a suitable key.**
7. Check that the hot water for showers has been turned on (both tanks located in the Gents' changing room).
8. Hoist the Red Ensign on the back staff and the Club Burgee on the main mast. Hoist Champion Club and Training Establishment etc flags to show the public that the club is active. Starting lights are not visible to passers-by.
9. Put the signing-on sheets out at least an hour before the race on the shelf below the race board.
10. Ensure a suitable weather forecast is obtained and written or pinned on the race boards. NB the course size needs to suit the wind conditions and be large enough so that the fleets do not come through the start/finish line before all the fleets have started, even for short course racing.
11. Decide on your course and starting line with reference to the course diagrams book in the upper starter's box (and reproduced at the back of this guide) and complete the race boards. Where appropriate ensure that a windward/leeward leg is incorporated for the Asymmetric Fleet. The number of laps does not need to be specified (SI 9.2) **If wind direction is due north or due south do not feel compelled to do a windward/leeward course for Asymmetrics. It is very hard to do this and give a decent course for the rest. They will understand.**
12. Complete the two race boards including setting a suitable time limit. NB For back to back Racing the time limit should be one hour, aiming for 45 minute races. **Include at the top the date and race reference and your name and RIB Cox's.**
13. Put the Transit Pole out and the orange triangle on the main mast. **Making sure the solid orange side is facing the start line.**

14. Ensure the safety boat coxes and crews are briefed on the course size, starting line, number and position of buoys and their responsibilities on the water. **Check that there is a wind indicator on the RIB.laying the beat.**
- 14.1 The Sailing Committee has determined that it is the Race Officer's decision as to how many Safety Boats are required to give adequate cover for the race (refer also to Para 27). If the Race Officer decides that only one Safety Boat is to be launched then refer to the document "BSC - Racing With a Single Patrol Boat" for procedure to be adopted. **Be aware of new small RIB usage guidelines notice.**
15. **Make sure each RIB has a working live hand held radio.** Switch the main station radio on and undertake radio checks with the safety boats once they have been moved away from the clubhouse (at least to the water's edge). We operate on Channel P4.
16. Switch on **All the power switches and** the two-tone klaxons/hooters. Check they are working, and check all the lights are working. **Make sure you have a suitable pair of binoculars ready to hand.**
17. Check which code race is scheduled.
18. We do not use flags.  
For Code A and B, use lights for three starts, unless you decide to amend the fleet starts, e.g if there are not many boats.  
For Code C, use lights as for first start only.
19. For Code X, refer to the specific sailing instructions.
20. It is usually prudent to attach flags **AP & N** in case they are needed unexpectedly.

### **30 Minutes before the race**

21. Collect signing on sheets and check the numbers of entries for each fleet. There need be only one boat entered to qualify for each fleet start. The Race Officer has discretion to combine fleet starts (SI 6.5). **Asymmetric's now need two boats to qualify for a race. Single entry to go into fast fleet.**  
**Make sure RIB's are launched by now at the very latest. If you have briefed the teams well they should know where to put the Marks. They are usually in the best place to decide on the actual wind direction at sea. However you should make sure you are happy with the distances between marks and the overall size of the course. This is usually easier to determine from the box than on the water.**
22. Ensure the timekeepers transfer the competitors from the signing on sheet(s) onto the timekeeping sheet(s), putting them into fleet groups (as this makes things a lot easier).
23. Set up the clock in the upper starter's box with a 3 minute count down for all races. **It is useful to have your own timing watch as a stand by //double check..**

24. If you are going to need to make a postponement you will need to display flag AP and make two sound signals with the klaxons/hooters. To end the postponement remove the flag and making one sound signal, exactly one minute after doing this, you must go into the start sequence.
25. If you need to abandon the race before it starts, first consider if a postponement would be more suitable. If not then you will need to display flag N over flag A and make three sound signals. This means “All races are abandoned. No more racing today.”
26. Being mindful of any sailors who may be travelling some distance to the club to sail, the abandonment decision ideally should not be made until 30 minutes before the scheduled race time, at the earliest.
27. The minimum number of boats required to justify running a race is 4 (single or double handed). Subject always to any safety or weather considerations, the Sailing Committee has decided that a race should be run if at least 4 boats have signed on and are willing to race. See also Note 21.
28. Five minutes before you want to begin the start sequence, make the “Launch Signal” (2 sounds and 2 red lights for 30 seconds, as in SI 11.3).

29. Start Procedure for all racing:-

Time	Title	Visual Signals	Sounds
3 mins before 1 <sup>st</sup> start:	Warning	Blue light on, 3 white lights	1 sound
2 min “ “ “	Preparatory	2 white lights	1 sound
1 min “ “ “	1 Minute	1 white light	1 sound
First start, and		Blue light off, and	
3 mins before 2 <sup>nd</sup> start:	Start/Warning	Amber light on, 3 white lights	1 sound
2 min “ “ “	Preparatory	2 white lights	1 sound
1 min “ “ “	1 Minute	1 white light	1 sound
Second start, and		Amber light off, and	
3 mins before 3 <sup>rd</sup> start:	Start/Warning	Green light on, 3 white lights	1 sound
2 min “ “ “	Preparatory	2 white lights	1 sound
1 min “ “ “	1 Minute	1 white light	1 sound
Third start:	Start	Green light off. 0 white lights	1 sound

30. If there are further starts then repeat Blue light on and 3 lights on and sound signal, and follow the same procedure.

**If there is an error in the starting procedure, you can signal a postponement and start the whole process again one minute after lowering flag AP. After the start, if there has been an error, you can abandon the race (flag N and three sounds) and start the whole process again one minute after lowering flag N.**

31. NB sailing instruction **12.2** General Recalls will be in accordance with rule 29.2 except that the visual signal will be two red lights set instead of flag “First Substitute”, and that the **recalled class will start three minutes after the last scheduled start. Succeeding fleets will start in accordance with the original sequence.**

32. At a suitably quiet moment, the team in the box is allowed to relax with a hot drink. The Galley will serve the whole race team one hot drink each without charge.
33. During the race you need to ensure that all boats are correctly timed as they cross the start/finish line. The time keepers should record the time when you call the boat type and sail number followed by 'mark' as it crosses the line.
34. Monitor how long each fleet is taking to do each lap and use this to estimate when to end the race. Races should last about 60 minutes, or 45 minutes for back-to-back racing.
35. You may finish the race on ANY boat from the leader to the back-marker in any fleet. You can make the decision as to which boat to finish on, depending on how slow boats are being caught or lapped by faster boats. When the chosen boat is between the last mark and the finish line you need to make the "Finish Signal" of two red lights and two sound signals (SI 14.2). Once you have made that signal, all boats in all fleets will finish irrespective of how many laps they have done. This means that the race lasts a similar length of time for all boats, no boat is left to complete a long lonely final lap. It gives a quicker re-start for back-to-back races, and allows people to be ashore sooner after the finish. **Always concentrate on where the slowest boats are. especially if it is the first of a B2B race. If you finish on fast boats behind them after they have crossed the finish line you (and all the finishing boats) will have to wait until this slowest of the boats has done another lap before you can start the next race. When all boats are finished, give RIBS permission to lift marks. You may be able to get one RIB to follow the last boat round and lift marks behind it, Do this only if conditions allow. It is very difficult to do a rescue with marks on-board a RIB. Make sure that there are enough sailors in wet gear still on the beach to help land and re-cover the RIB's before you call them ashore**

### **After the race:**

36. All competitors have 30 minutes to sign off after the last boat in their fleet has finished
37. The results need to be entered onto the Sailwave package on the computer, ensuring the corrected times (allowing for staggered starts) have first been worked out. Check that at least one member of your race team is conversant with using Sailwave; failing that seek assistance from a Flag Officer. There are laminated instructions next to the Sailwave computer. Remember that a large fleet (especially in the first race of a series) will require more time for entry. Ensure that boats are entered into their correct fleet.
- 37A. Check that the race sheets correctly record the names of every participant in the race team (all RIB crews, timekeepers, race officer and any assistants) and every sailor (even any DNS or those jollyng). This is to ensure that we record all participants which helps the Club show compliance with the requirements of CASC.
- 37B. If there were any "no shows" - i.e. anyone who did not turn up to do a duty as scheduled in Dutyman – then send an email to [dutyman@bexhillsailing.club](mailto:dutyman@bexhillsailing.club) and the "offender" will be asked to volunteer for another duty later in the season to ensure that all members do their fair share.

38. Single handed Laser: if a Laser sailor signs on for a series using a full rig, they may switch to a radial rig for any of the subsequent races in that series in which case they will receive the full rig PY in the rest of the series. In subsequent races they must sign on as using a full rig PY (not radial).
39. Once you are satisfied with the results, make sure two copies of the results sheets are printed off and that the result is uploaded to the Club website. One copy should be displayed in the downstairs lobby and one copy left in the Lower Starters Box to be collected for the race report in the Bexhill Observer. Feel free to note any interesting or unusual aspects of the race that could be printed!
40. All flags need to be put away in the correct places, including the Red Ensign and club burgee (unless there is to be further racing)
41. The main radio needs to be switched off in the upper starter's box, klaxons/hooters unplugged and brought inside and the outer door locked.
42. Bring in the transit pole and make sure that the sailors have put away winch ropes, foot switches etc. (unless there is to be further racing)
43. Once all the safety boats are ashore then check with the safety boats coxes that they have switched off the boat radios, removed fuel tanks to the Ramp Store and closed and secured the boathouse roller shutter and closed and locked the door between the boathouse and the downstairs lobby.
44. Any handheld radios that have been used should be dried off and put back on charge
45. Check with safety boat coxes that there were no faults with the safety boats. If there were, make sure it is recorded on the faults board in the boathouse. Serious faults (e.g. radio or engine not working or boat unseaworthy then a Flag Office should be alerted. **Check also that the RIB Cox has filled in the boats run time on the engine usage log kept in the bosun's store.**
46. If there were any issues with the upper or lower starters box and their resources, report them to the appropriate member of the sailing committee (currently Simon Ludkin).
47. Check that the hot water for showers has been turned off (unless there is to be further racing that day).
48. Either ensure that all the doors are locked and the club house is secure before you leave or that you have arranged for someone else to be responsible for doing it (and that they have the correct keys with them).

### **Non-Race Sailing:**

**This is a new concept, introduced in 2013 in response to requests from sailors for sailing with safety boat cover in a non-race setting. As Officer of the Day you are responsible for the organisation and safety of the session, as you would be for a normal race.**

49. Signing on sheets are put out at least half an hour before the published start time on the shelf below the race board.
50. You should hold a briefing for sailors and the RIB crews before they go afloat as this is a new concept and there will probably be queries. Be sure to tell sailors what is expected of them with regard to the designated sailing area and that safety boat cover may not be available outside of it. Note that Non-Race sessions may be scheduled to run alongside race coaching or training events - if so check with the trainers as to an agreed segregation of sailing areas and ensure all sailors are aware.
51. The time published in the Sailing Programme should be when the safety boats are launched.
52. A suitable weather forecast is obtained and written or pinned on the race board
53. The Red Ensign is flown on the back staff and the Club Burgee is flown on the main mast.
54. The sailing time for boats should be restricted to one and a half hours.
55. Ensure the two safety boat coxes and crews are briefed on their responsibilities on the water
56. Switch the main station radio on and undertake radio checks with the safety boats
57. Switch on the two-tone klaxons/hooters and check they are working, and check all the lights are working
58. Two outer limit buoys should be laid to clearly delineate the sailing area and 2 or 3 additional buoys should be laid for boats to sail around, which is drawn on the race board to inform the helms.
59. During the session you will need to keep a watch over the sailing area, you may find it helpful to carry a hand held radio rather than have to stay in the upper starter's box.
60. Display two white lights with two sound signals on the klaxons/hooters to warn that in 30 minutes the RIBs will be coming ashore. RIBs should ensure that they approach each boat on the water to alert them of the impending end of the session.
61. 3 hoots and 2 red lights should be used to indicate the conclusion of sailing and withdrawal of safety boat cover.
62. The safety boat coxes need to remind anyone sailing a club boat that they must go ashore when the safety boats go in. Other helms may choose to stay afloat but the RIB crews should make sure that they understand that they are responsible for their own safety.
63. Once landed, check with the RIB crews that any boat not ashore has indicated their intention to stay out and free sail.
64. All others should sign-off to indicate that they have come ashore.



65. If sailing needs to be abandoned the normal procedure should be followed from the upper starter's box, which would be to display flag N over H and make three sound signals on the klaxons/hooters.

### **At the end of the session:**

66. Remind the helms to sign off once they come ashore.

67. All flags need to be put away in the correct places, including the Red Ensign and club burgee (unless there is to be further racing).

68. The main radio needs to be switched off in the upper starter's box and all the hand held radios switched off and put back on to charge.

69. Make sure that the sailors have put away winch ropes etc. (unless there is to be further racing)

70. Once all the safety boats are ashore then check with the safety boats coxes that they have switched off the boat radios, removed fuel tanks to the Ramp Store and closed and secured the boathouse roller shutter and closed and locked the door between the boathouse and the downstairs lobby.

71. Check with safety boat coxes that there were no faults with the safety boats. If there were, make sure it is recorded on the faults board in the boathouse. . Serious faults (e.g. radio or engine not working or boat unseaworthy) then a Flag Officer should be alerted.

72. If there were any issues with the upper or lower starters box and their resources, report them to the appropriate member of the Sailing Committee (currently Simon Ludkin).

73. Either ensure that all the doors are locked and the club house is secure before you leave or that you have arranged for someone else to be responsible for doing it and that they have the correct keys with them.

### **Club Boat Loan Policy – Race Officer Responsibilities**

74. Race Officers should be aware of the Club Boat Loan Policy – which states that Club boats can be signed out by authorised persons (see Club Boat Loan Book) to sail training students and Cadets when the Wind Guru WRF9km wind speed forecast (accessible with a password) for the duration of the race is 14 mph or below and is also subject to suitable sea conditions and the competence of the helm. Please see the board by the back door.

75. However, if the Windguru pro WRF9 forecast is not accurate at the time of setting the club boat board, it is blowing a force 3 or less and it is a steady or falling forecast for the sailing session, two members who can sign out club boats can agree to say "Yes" and both sign the board. **They should inform the race officer of this decision and request that the Race Officer use the RIB coxes to instruct the novices in club boats to go ashore if the conditions worsen during the race.**

*If you have any comments or feedback on the content of this Guide please pass them on to any member of the Sailing Committee.*

## **Suggested Course Layouts**

Suggested Course Layout Diagrams are attached below, also available in Upper Starters Box.